

## **Little Traverse Bay Bands of Odawa Indians Job Posting**

**Job Title:** Environmental Services Manager  
**Department:** Natural Resource Department  
**Reports To:** Natural Resources Department Director  
**Status:** Exempt  
**Salary:** \$40,217-\$52,489  
**Level:** 6  
**Terms:** Grant funded: EPA Performance Partnership Grant, renewable biennially  
**Opens:** January 30, 2015  
**Closes:** February 20, 2015

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### **SUMMARY**

The Environmental Services Manager (ESM) will be responsible for carrying out all elements of the Natural Resource Department's Strategic Plan related to environmental matters; including working with the Natural Resources Commission, Tribal Citizens, local, state, other tribal and federal governments, other public bodies and citizens, as well as other professional planners and environmental personnel. The ESM will be charged with the development, implementation and management of Environmental Services programs and budgets, development of environmental protection regulations, development of environmental policy and reporting to grant agencies. The ESM also serves as the immediate supervisor to program staff, delegates duties and tasks to staff and is responsible for personnel adhering to LTBB policies outlined in the employee handbook.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Responsible for multi-disciplinary planning program and increasing capacity for water quality, environmental policy, air quality, energy sustainability and brownfields, in coordination with tribal, natural resource and federal laws and activities.
- Develop Environmental Services Program work plans including goals, objectives, time-lines and evaluation process, consistent with the approved Tribal Environmental Agreement with the U.S. Environmental Protection Agency (EPA).
- Serve as the general point of contact and coordinator for all U.S. EPA-related and environmental efforts of the tribe.
- Responsible for ensuring compliance with applicable environmental laws/statutes and regulations and pursue enforcement actions when necessary.
- Responsible for the development of environmentally related tribal statutes, regulations, policies and/or procedures.
- Responsible for compliance and providing technical assistance on environmental permitting and planned tribal developments, including National Environmental Policy Act and other reviews.
- Responsible for preparation and submission of all budget modifications, review and reconciling of monthly revenue and expense reports and initial approval of budgetary expenditures for Environmental Service Program budgets.

- Responsible for management of Environmental Service Program personnel including functions such as interviewing potential staff, providing orientation and training to new and current staff, conducting performance reviews, scheduling, ensuring consistency with LTBB personnel policies and other supervisory duties as needed.
- Responsible for preparation of grant and tribal reports and technical documents, as well as dissemination of this information to the Tribal Executive staff, Natural Resource Commission, Tribal Council, Tribal Citizens, and others.
- Responsible for collection of environmental planning data and conducting qualitative and quantitative research related to specific technical areas such as land use, environmental management, and others, in the context of Native American traditions and the Little Traverse Bay Bands of Odawa Indians in particular.
- Responsible for implementation of the capacity building and solid waste management activities within the Performance Partnership Grant.
- Responsible for working with the LTBB Grant Department for the preparation and presentation of tribal grant applications for Federal, State, or other program funds.
- Responsible for hosting and/or serving as a speaker, presenter or facilitator at meetings, workshops and conferences on environmental issues.
- Responsible for staying current on and participating environmental issues and activities at the federal, state, local and tribal levels.
- Responsible for reviewing, researching, analyzing, and providing comment on environmental issues and policies that may affect Tribal or treaty resources.
- Responsible for providing technical assistance related to environmental health issues to the Tribe and Tribal Citizens.
- Responsible for performing activities related to renewable energy and energy conservation initiatives.

## **EDUCATION AND EXPERIENCE**

Bachelor's Degree in environmental studies or related field plus 2 years of experience required. Related fields include, but are not limited to: urban and regional planning, public administration, political science, ecology and biology. Equivalent experience in lieu of a degree may be considered. Two years supervisory experience and Master's Degree preferred. Good written and verbal communication skills essential, as well as the ability to work with a wide spectrum of people. In addition, proficiency with Microsoft operating systems, Microsoft office suite and Adobe Acrobat required.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have valid driver's license, good driving record, reliable transportation and be insurable.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to outside weather conditions during all four seasons.

## **COMMENTS**

Indian Preference will apply. Individual must be able to pass a criminal background investigation.